

# DEPARTMENT OF GENERAL SERVICES

## DESIGN & CONSTRUCTION DIVISION

### DEVELOPMENT CENTER

#### MINOR PRIVILEGE PERMITS, APPROVED FOR 2005

**Penalty 50% of Annual Charge**  
**Inspection Fee 20% of Annual Charge**

| <u>PRIVILEGE</u>       | <u>COMPUTATION</u>    | <u>ANNUAL CHARGE</u> |          |  |
|------------------------|-----------------------|----------------------|----------|--|
| A = Zoned (B-4) (B- 5) | B = Zoned (B-2) (B-3) | C = All Others       |          |  |
| <u>DISTRICT RATES</u>  | <u>A</u>              | <u>B</u>             | <u>C</u> |  |

|  |      |      |      |
|--|------|------|------|
| <u>AREAWAYS</u> -- Closed: per Sq. ft. | 8.80 | 6.30 | 4.20 |
|--|------|------|------|

Not to project more than 1/4 width of sidewalk, never to exceed 3 1/2 feet. Covered areaways shall be provided with an incombustible cover at sidewalk level. Where such cover is an open grating, the openings therein shall not be large enough to pass a 3/4-inch diameter ball. Means shall be provided to prevent persons falling into areaways while the covers are open.

\*If within area bounded by Paca, Fallsway, Pratt and Centre and not in "A" or "B" Zones, to be charged at "B" rates.

(Charges to be computed from exterior dimensions of walls, footing may be permitted to project not more than 6" beyond exterior of wall).

|                                     |       |       |       |
|-------------------------------------|-------|-------|-------|
| <u>AREAWAYS</u> – Open: per Sq. ft. | 56.30 | 28.10 | 14.10 |
|-------------------------------------|-------|-------|-------|

Not to project more than 1/3 width of sidewalk, never to exceed 3 1/2 feet. Shall be constructed of incombustible materials, except that the stairs in areaways attached to ordinary and wood frame buildings may be of wood. No advertising devices allowed on handrails.

\*If within area bounded by Paca, Fallsway, Pratt and Centre and not on "A" or "B" streets, to be charged at "B" rates.

(Charges to be computed from exterior dimensions of walls, footing may be permitted to project not more than 6" beyond exterior of wall).

|  |      |      |      |
|--|------|------|------|
| <u>AWNINGS</u> – Folding: per Linear Ft. | 7.00 | 5.30 | 3.50 |
|--|------|------|------|

\$70.30 minimum charge

Must be 8 feet above the sidewalk and not to project more than 7 feet or 1 foot inside the curb. No lighting or advertising (identification lettering permitted on apron of awning, no more than 1' high, no more than 1 line of copy.)

|  |      |      |      |
|--|------|------|------|
| <u>AWNINGS</u> – Stationary: per Sq. ft. | 2.80 | 2.10 | 1.40 |
|--|------|------|------|

\$70.30 minimum charge

Must be 8 feet above the sidewalk and not to project more than 1 foot inside the curb.

Must be supported from structure or building to which it is attached by rigid metal framework. No lighting or advertising (identification lettering permitted on apron of awning, no more than 1 foot high, no more than 1 line of copy.)

| <u>PRIVILEGE</u> | <u>COMPUTATION</u> |  | <u>ANNUAL CHARGE</u> |
|------------------|--------------------|--|----------------------|
|------------------|--------------------|--|----------------------|

DISTRICT RATES

|                               | <u>A</u> | <u>B</u> | <u>C</u> |
|-------------------------------|----------|----------|----------|
| <u>BALCONIES:</u> per Sq. ft. | 7.00     | 5.30     | 3.50     |
| Minimum Charges:              | 281.30   | 210.90   | 140.60   |

Not to project more than 1 foot except when all parts are more than 10 feet above sidewalk or 16 feet above a roadway. Maximum projection 4 feet.

|                             |   |      |      |
|-----------------------------|---|------|------|
| <u>BANNERS:</u> per Sq. ft. | * | 2.10 | 1.40 |
|-----------------------------|---|------|------|

Advertising on Flag Poles

\* BOE 9/3/64

Minimum Charge: \$70.30

Must be individually approved by the Board of Estimates.

Maximum area limited to 300 square feet.

\*Prohibited in "A" District per Board of Estimates 8-1-73.

S. Charles Street type supported from top and bottom - \$52.70

BANNERS - Across Street

NON PROFIT ORGANIZATIONS AND CITY AGENCIES ONLY

Must be at least 6 ounce canvas or of a substantial netting with a 2-inch or smaller mesh. The suspending ropes shall be at least 3/4 inch in diameter for spans not exceeding 40 feet, and at least 1 inch in diameter for spans 40 feet or over but exceeding 100 feet. Guy ropes shall be at least 1/2 inch in diameter. Where wire cables are used they shall have all equal strength to the ropes required. All holes serving to attach the ropes to the fabric shall be provided with grommets.

All parts of the banner sign shall be at least 5 feet from any public utility pole or wire, and 20 feet above street (Transit and Traffic).

Applicant must indemnify and save harmless the Mayor and City Council from liability by securing an insurance policy, with terms no less than \$100,000/\$200,000 bodily injury and \$50,000 property damage, that will remain in effect during the life of the permit.

|                                 |      |      |      |
|---------------------------------|------|------|------|
| <u>BILLBOARDS</u> - per Sq. ft. | 2.80 | 2.10 | 1.40 |
|---------------------------------|------|------|------|

Not to project more than 8 inches from property line.

Reflectors to be charged separately.

|                                |   |      |      |
|--------------------------------|---|------|------|
| <u>BINS:</u> Trash Per Sq. ft. | * | 3.50 | 3.50 |
|--------------------------------|---|------|------|

Minimum Charge: \$70.30

B. of E. 6-23-65

Not to project more than 1/3 width of sidewalk. Never to exceed 3 1/2 feet. Maintain 4 feet of clear walkway at all times.

\*Not allowed on "A" District Streets - (Hardship as exception only)

Refer to Fire and Health.

BOOTHS - Telephone \$253.10

Outdoor

Maintain 4 feet of clear walkway.

Not to interfere with sign, billboards, etc., or obstruct adjoining properties.

| <u>PRIVILEGE</u>  | <u>COMPUTATION</u> |          | <u>ANNUAL CHARGE</u> |
|---|--------------------|----------|----------------------|
| <u>DISTRICT RATES</u>   | <u>A</u>           | <u>B</u> | <u>C</u>             |
| <u>BOOTHS</u> - Ticket: per Sq. ft.   | 28.10              | 21.10    | 14.10                |
| Regulations the same as show windows.   |                    |          |                      |
| <u>BRACING AND SHEATHING</u> : per Linear Ft.   | 1.80               | 1.80     | 1.80                 |
| One time charge<br>Minimum Charge: \$117.20<br>17 plats - 15 of which are to be processed through the Department of Transportation. To be cut off 3 feet or more below grade.   |                    |          |                      |
| <u>BRIDGEWAY</u> : per Sq. ft. First Story<br>Add \$4.20 per square foot for additional stories   | 15.80              | 10.60    | 8.80                 |
| District to be determined from street on which principal building fronts.<br><b>Franchise Ordinance--no application required.</b>   |                    |          |                      |
| <u>BUS SHELTERS</u> - same as regular Minor Privilege Permit Request.   |                    |          |                      |
| <u>CABINETS</u> - Trunk Amplifier: per Sq. ft.  | 50.60              | 50.60    | 50.60                |
| Minimum Charge: \$184.30<br>Under one square foot \$46.90 minimum.  |                    |          |                      |
| <u>CABLES</u> – Electric: per Linear Ft.  | 7.00               | 3.50     | 3.50                 |
| Underground - ORDINANCE REQUIRED.   |                    |          |                      |
| <u>CAFES</u>  | Each               | 337.50   |                      |
| B. of E. 7-26-73<br>Placement of tables and chairs in front of applicants' place of business only.<br>Not to project more than 1/3 width of sidewalk and never to exceed 4 feet,<br>*Note: \$14.00 for additional square foot over 20 feet in length. |                    |          |                      |
| <u>CANOPIES</u> - Cloth, pipe   | Each               | 351.60   | 246.10 175.80        |
| Frames supported from sidewalk.<br>Must be 8 feet in clear and at least 1 foot inside curb.<br>No lighting or advertising.  |                    |          |                      |
| <u>CANOPIES</u> - Metal, etc. per Sq. ft.   | 2.80               | 2.10     | 1.40                 |
| Minimum Charge: \$47.00<br>Must be 8 feet in clear and at least 1 foot inside curb.   |                    |          |                      |

No lighting or advertising unless integrated as a part of the original canopy installation.

| <u>PRIVILEGE</u>            | <u>COMPUTATION</u> | <u>ANNUAL CHARGE</u> |          |          |
|-----------------------------|--------------------|----------------------|----------|----------|
| <u>DISTRICT RATES</u>       |                    | <u>A</u>             | <u>B</u> | <u>C</u> |
| <u>CASES</u> - Wall or show | Each               | 140.00               | 106.00   | 70.00    |

Installation only where no adjoining properties exist.  
Not to exceed 8 inches projection or 2 cubic feet volume.

|                                   |  |       |       |       |
|-----------------------------------|--|-------|-------|-------|
| <u>CELLAR DOORS</u> : per Sq. ft. |  | 35.20 | 21.10 | 11.70 |
|-----------------------------------|--|-------|-------|-------|

-  
Not to project more than 1/4 width of sidewalk, never to exceed 3 1/2 feet.  
\*If within area bounded by Paca, Fallsway, Pratt and Centre and not on  
"A" or "B" Street to be charged at "B" rate.

|                                 |                          |  |                         |  |
|---------------------------------|--------------------------|--|-------------------------|--|
| <u>CHRISTMAS TREES</u> - (Sale) | No more then 100 sq. ft. |  | Minimum Charge: \$70.00 |  |
|---------------------------------|--------------------------|--|-------------------------|--|

On City owned lots, flat or daily rate to be set by Board 4-19-50.  
No trees permitted at curb or in street, 4 feet of walkway to be kept open.  
No fires or trash burning.  
Check restricted areas B. of E.

|                                       |  |       |       |       |
|---------------------------------------|--|-------|-------|-------|
| <u>CHUTES</u> - Permanent per Sq. ft. |  | 28.00 | 21.00 | 14.00 |
|---------------------------------------|--|-------|-------|-------|

Must be at least 10 feet above sidewalk, 14 feet above driveway.  
Maximum width 4 feet.  
To be removed when not in use.

|                           |      |        |        |        |
|---------------------------|------|--------|--------|--------|
| <u>CHUTES</u> - Temporary | Each | 422.00 | 316.00 | 211.00 |
|---------------------------|------|--------|--------|--------|

Must be at least 10 feet above sidewalk, 14 feet above driveway.  
Maximum width 4 feet.  
To be removed when not in use.

|                               |         |                      |  |  |
|-------------------------------|---------|----------------------|--|--|
| <u>CLEAR WATER CONNECTION</u> | \$70.30 | Flat charge one time |  |  |
|-------------------------------|---------|----------------------|--|--|

Applications for Clear Water Connections must come from the Water and Wastewater section of the Department of Public Works

|                              |      |  |  |  |
|------------------------------|------|--|--|--|
| <u>CLOCKS</u> - Wall mounted | Each | 7.00 without advertising<br>35.20 with advertising |  |  |
|------------------------------|------|--|--|--|

Not more than 4 square feet in area and flat against wall.  
All others to make electric sign rates.

| <u>PRIVILEGE</u>      | <u>COMPUTATION</u> | <u>ANNUAL CHARGE</u> |          |          |
|-----------------------|--------------------|----------------------|----------|----------|
| <u>DISTRICT RATES</u> |                    | <u>A</u>             | <u>B</u> | <u>C</u> |

|                         |      |        |        |        |
|-------------------------|------|--------|--------|--------|
| <u>CLOCKS</u> - Footway | Each | 211.00 | 175.00 | 105.00 |
|-------------------------|------|--------|--------|--------|

-  
No new ones permitted.  
Ordinance required.

|                     |      |       |  |  |
|---------------------|------|-------|--|--|
| <u>COAL HOLES</u> - | Each | 35.00 |  |  |
|---------------------|------|-------|--|--|

Shall not project more than 1/3 of the width of the sidewalk and the center shall not be more than 3 feet from any street line.

Not over 4 square feet and must be flush with sidewalk.

\*If within area bounded by Paca, Fallsway, Pratt and Centre and not on "A" or "B" Street, to be charged at "B" rate.

|   |  |      |      |      |
|---|--|------|------|------|
| <u>CONDUITS</u> - Electric per Linear Ft. |  | 7.00 | 3.50 | 3.50 |
|---|--|------|------|------|

Underground

ORDINANCE REQUIRED

**Franchise--no application required.**

Over 24 inches in diameter to take tunnel rates.

|   |  |      |      |      |
|---|--|------|------|------|
| <u>CONDUIT SERVICE CONNECTION: per Linear Ft.</u> |  | 7.00 | 3.50 | 3.50 |
|---|--|------|------|------|

Approved by B.O.E. 11/4/99

Underground—direct link from main to property

Utility check required

|  |  |      |      |      |
|--|--|------|------|------|
| <u>CORNICES</u> - Mansard: per Sq. ft. |  | 5.60 | 4.20 | 2.80 |
|--|--|------|------|------|

Minimum Charge: \$70.30

Shall not exceed 2 feet projection and all parts thereof shall be at least 10 feet above a sidewalk or 16 feet above a driveway.

\*No charge for 14 inches or less projection with no lighting.

Signs to be charged separately.

|                                     |      |          |  |  |
|-------------------------------------|------|----------|--|--|
| <u>DISPLAYS</u> - Fruit and Produce | Each | \$337.50 |  |  |
|-------------------------------------|------|----------|--|--|

In front of applicants store for displaying his goods only.

Not to project more than 1/3 width of sidewalk and never to exceed 3 feet.

4 feet of clear walkway to be maintained at all times.

Shall not be located less than 10 feet from any adjoining property line or any building or other structure. No such fruit or merchandise stand shall remain in-place for more than 9 months at any one time but shall be completely removed at the end of such period of time.

Restricted Areas - See page 25 of this schedule.

Not assignable. If assigned or sub-leased will be revoked by B. of E. 9-27-61.

\* \$14.00 for each additional square foot over 20 feet in length.

DISPLAYS - Merchandise                      Each       -       -       -                      337.50

Same as fruit and produce displays.

DISPLAYS - Magazine/Newspapers                      Each       -       -       -                      337.50

Same as fruit and produce displays.

#### DUMPSTERS - Placing of Dumpsters in Public Right-of-Way

In order to expedite the orderly and timely removal of commercial refuse of on-site origin, the following regulations shall apply to the issuance of Minor Privilege Permits:

Application will be accepted after the following conditions have been met:

Notification of adjoining property owners of intent by mailing a copy of the completed application by Registered Mail, Return Receipt Requested.

Physical inspection of the property by Minor Privilege, Health and Fire Department personnel to verify lack of alternatives for storage of the refuse within property lines.

Dumpsters will not be allowed in the following areas:

Downtown area; between Centre and Pratt Streets, and Fallsway and Paca Street.

b. Residential Districts as set forth on the Baltimore City Zoning District Map.

Additional regulations:

Shall not project more than 1/3 the width of the sidewalk, and not more than 4 feet in any case. 4 feet of open walkway must be maintained at all times.

Shall not be located less than 10 feet from any adjacent property.

Shall be placed against the wall of building at all times.

Shall contain no liquids, toxic materials, construction debris or refuse from health institutions.

No refuse shall be placed on footway in area of the dumpster.

Shall be emptied within a maximum period of 14 calendar day

After issuance of the permit, size of the dumpster may be altered only after notification to and subsequent approval in writing is received from the Director of Construction and Buildings Inspection, Department of Housing and Community Development.

As these regulations have been developed strictly to assist commercial businesses in their attempt to store refuse in a dumpster in the public right-of-way when no other alternative exists, no other use is either implied nor shall be allowed.

Disregard for any of the above regulations after the permit has been issued will cause immediate cancellation of the permit and immediate removal of the dumpster.

Annual Charge: \$14.00 per square foot of area occupied by the dumpster.

| <u>PRIVILEGE</u>      | <u>COMPUTATION</u> | <u>ANNUAL CHARGE</u> |          |  |
|-----------------------|--------------------|----------------------|----------|--|
| <u>DISTRICT RATES</u> | <u>A</u>           | <u>B</u>             | <u>C</u> |  |

|  |       |       |       |
|--|-------|-------|-------|
| <u>ELECTRICAL DISTRIBUTION BOX</u> : per Sq. Ft. | 28.10 | 21.10 | 14.10 |
|--|-------|-------|-------|

Minimum Charge: \$70.30  
 BGE  
 Utility check required  
 Approved BOE 7/10/97

|   |   |   |   |
|---|---|---|---|
| <u>FACING AND VENEERS</u> : per Sq. ft. | * | * | * |
|---|---|---|---|

\*2" or less - no charge  
 \*2-4" on 1st floor - up to 200 square feet - \$70.30 flat  
 \*2-4" on 1st floor - over 200 square feet - \$70.30 annual charge  
 More than one story - \$70.30 annual  
 WAIVER ORDINANCE required for projection over 4 inches.  
 B. of E. 10-27-65

|  |      |      |      |
|--|------|------|------|
| <u>FENCES</u> - Commercial use Sq. ft. | 1.75 | 1.75 | 1.75 |
|--|------|------|------|

Minimum Charge: \$70.00  
 B. of E. 5-24-67

Fences should be constructed wholly and entirely on the property of the owner of the proposed fence.  
 ORDINANCE REQUIRED  
 Rates for use of all public right-of-way enclosed.

|   |     |     |     |
|---|-----|-----|-----|
| <u>FENCES</u> - Residential use Sq. ft. | .35 | .35 | .35 |
|---|-----|-----|-----|

Minimum Charge: \$35.00  
 Same as commercial fences.  
 B. of E. 3-8-50

|                     |      |                              |
|---------------------|------|------------------------------|
| <u>FIRE ESCAPES</u> | Each | One Time Charge: 141.00 flat |
|---------------------|------|------------------------------|

Shall not project more than 4 feet. No part, when not in actual use, shall be less than 14 feet above a driveway or 10 feet above a sidewalk. Must be posted for 10 days.  
 B. of E. 3-8-50

|                          |               |               |
|--------------------------|---------------|---------------|
| <u>FLOWERS</u> - Sale of | Each Location | 14.00 per day |
|--------------------------|---------------|---------------|

Nothing at curb, maintain 4 feet of walkway at all times. No free standing advertising devices.  
 B. of E. 4-19-50

|                                  |      |      |      |
|----------------------------------|------|------|------|
| <u>FOOTINGS</u> : per Linear ft. | 2.35 | 2.35 | 2.35 |
|----------------------------------|------|------|------|

Minimum Charge: \$ 70.30  
 No footing shall project more than 6 inches when they are less than 10 feet below any sidewalk or driveway level, but such footing projections may be increased 2 inches for each additional 1 foot depth below 10 feet.  
 B. of E. 4-28-71

| <u>PRIVILEGE</u>      | <u>COMPUTATION</u> | <u>ANNUAL CHARGE</u> |          |  |
|-----------------------|--------------------|----------------------|----------|--|
| <u>DISTRICT RATES</u> | <u>A</u>           | <u>B</u>             | <u>C</u> |  |

|   |   |      |      |      |
|---|---|------|------|------|
| <u>GARAGE DOOR EXTENSIONS</u> :;per Sq. ft. | - | 1.75 | 1.75 | 1.75 |
|---|---|------|------|------|

Canopy type with folding doors

Not to project more than 1/4 width of sidewalk, never to exceed 2 feet. To be closed flush with building line when car is not in garage.

|   |   |      |      |      |
|---|---|------|------|------|
| <u>GARAGE DOOR EXTENSIONS</u> : per Sq. ft. | - | 3.50 | 3.50 | 3.50 |
|---|---|------|------|------|

Minimum Charge: \$35.20

Permanent projection

Not to project more than 1/4 width of sidewalk, never to exceed 2 feet. Door to be closed when car is not in garage. Must be approved construction other than masonry.

|   |      |        |
|---|------|--------|
| <u>HOIST BEAMS</u> – Stationary/ Swinging | Each | 211.00 |
|---|------|--------|

Must be 10 feet above sidewalk, 20 feet above driveway. Not to project more than 10 feet, or 1 foot inside curb.

HOT DOG CARTS - SEE PUSHCARTS

|                              |      |       |       |       |
|------------------------------|------|-------|-------|-------|
| <u>LANTERNS</u> - Ornamental | Each | 35.20 | 17.60 | 17.60 |
|------------------------------|------|-------|-------|-------|

Not to exceed 12 inch projection. Must be 10 feet above sidewalk, 16 feet above driveway. Globe type must have frosted glass.

|                            |         |           |
|----------------------------|---------|-----------|
| <u>LUMBER</u> - Storage of | Sq. ft. | See Below |
|----------------------------|---------|-----------|

Up to 2000 square feet - 1.75 per square foot

2000 to 5000 square feet – 1.40 per square foot

5000 to 10,000 square feet – 1.25 per square foot

Over 10,000 square feet – 1.10 per square foot

For period less than one year - 1.75

Charge to be made for maximum space occupied.

Shall be arranged to occupy as little space as possible, but shall not be stored within 25 feet of the intersection of any street lines or within 8 feet of the nearest rail of any railroad track.

B. of E. 9-28-55

Must be stored or piled in a non-hazardous manner, maximum height not to exceed 10 feet. A clear unobstructed walkway adjacent to the curb, never less than 4 feet in width shall be maintained at all times. Not permitted on paved portion of street bed or roadway.

Shall be illuminated at night so as to clearly and definitely indicate the presence of any such materials.

Applicant must indemnify and save harmless the Mayor and City Council by securing an insurance policy with terms no less than \$100,000/\$200,000 bodily injury and \$50,000 property damage, that will remain in effect during the life of the permit.



| <u>PRIVILEGE</u>      | <u>COMPUTATION</u> | <u>ANNUAL CHARGE</u> |          |
|-----------------------|--------------------|----------------------|----------|
| <u>DISTRICT RATES</u> | <u>A</u>           | <u>B</u>             | <u>C</u> |

|                              |      |      |      |
|------------------------------|------|------|------|
| <u>MARQUEE</u> : per Sq. ft. | 5.60 | 4.20 | 2.80 |
|------------------------------|------|------|------|

Minimum Charge: \$ 70.30  
 Shall be 10 feet above the sidewalk and 1 foot inside curb.  
 Must be lighted.  
 Signs and curtains to be charged for as electric signs.

MONITORING WELLS: Each \$70.00

Requires a Right of Entry Agreement before Minor Privilege Permit can be issued.

|                                       |   |      |      |
|---------------------------------------|---|------|------|
| <u>PENDANTS</u> - Illuminated sq. ft. | * | 5.30 | 3.50 |
|---------------------------------------|---|------|------|

Minimum Charge: \$70.30  
 Not to be more than 15 inches below sign and must be 10 feet above sidewalk, or 16 feet above a driveway. Not to project beyond the limits of sign to which it is attached.  
 One pendant permitted per sign.  
 Principal lettering must be illuminated, electric bulbs, neon tubing or interior lighting to form letters.  
 \*Prohibited in "A" District per Board of Estimates 8-1-73.  
 \*8 inch maximum projection from building wall on Charles Street from Baltimore to Mount Royal.

|  |   |       |       |
|--|---|-------|-------|
| <u>PENDANTS</u> - Non-Illuminated Each | * | 52.70 | 35.20 |
|--|---|-------|-------|

Not to be more than 15 inches below sign and must be 10 feet above sidewalk, or 16 feet above a driveway.  
 Not over 15 inches in depth and not to project beyond limits of sign to which attached.  
 One pendant per sign.  
 \*Prohibited in "A" District per Board of Estimates 8-1-73.  
 \*8 inches maximum projection from building wall on Charles Street from Baltimore to Mount Royal.

PIERS AND BULKHEADS: Eliminated by Court Order See City Solicitor Letter 3/14/47

|                                   |      |      |      |
|-----------------------------------|------|------|------|
| <u>PIPE LINES:</u> per Linear Ft. | 7.00 | 3.50 | 3.50 |
|-----------------------------------|------|------|------|

Minimum Charge: \$ 70.30  
 17 plats - 15 of which are to be processed through Consumer Services.  
 Pipe 24 inches and over in diameter (outside dimensions) take tunnel rates.

|   |      |      |      |
|---|------|------|------|
| <u>PLANTERS</u> – Permanent: per Sq. ft | 7.00 | 5.30 | 3.50 |
|---|------|------|------|

Minimum Charge: \$35.20  
 Not to project more than 1/4 width of sidewalk, not to exceed 2 1/2 feet.  
 Minimum height 14 inches.  
 To abut building wall or property line.  
 Residential planters same as fences.  
 B. of E. 11-13-63

| <u>PRIVILEGE</u>      | <u>COMPUTATION</u> | <u>ANNUAL CHARGE</u> |          |  |
|-----------------------|--------------------|----------------------|----------|--|
| <u>DISTRICT RATES</u> | <u>A</u>           | <u>B</u>             | <u>C</u> |  |

PLATFORMS – Portable: per Sq. ft. 42.20 21.10 10.60  
(Loading docks)  
May be permitted by B. of E. at its discretion.

PLATFORMS – Permanent per Sq. ft. 42.20 21.10 10.60  
Shall not project in the public way.  
(Loading docks)  
If waived by City Council, to take same rate as portable platforms.

POLES OR POSTS – In Sidewalk: “No permits shall be issued for poles or posts located in any sidewalk areas which are used to support signs, other structures, or for easel “A” or standard movable signs which may be located in any sidewalk area”.  
Per Board of Estimates 1/6/1965

POLES - Barber Each 70.30 52.70 35.20

Not to exceed 3 feet in length and 12 inches in diameter.  
Poles in footway not permitted - B. of E. 1-6-65.

POLES – Flag Each 7.00 flat  
(Building)

NO COMMERCIAL ADVERTISING PERMITTED  
For displaying U. S., State, City and Charity drive flags and banners only.

POLES – Flag Per Location 7.00 flat  
(Sidewalk sockets, temporary)

For displaying U.S., State, City and Charity drive flags and banners only.  
Applicant must indemnify and save harmless the Mayor and City Council from liability by securing an insurance policy, with terms no less than \$100,000/\$200,000 bodily injury and \$50,000 property damage, that will remain in effect during the life of the permit.

PUSHCARTS – Peanuts/ Fruits/ Food Each \* 506.30 Annual charge -

To be allotted location.  
Not assignable, if assigned or sub-leased will be revoked by the B. of E. 9-27-61.  
\*Not permitted in “A” District.  
B-3-4 M1 & 2

| <u>PRIVILEGE</u>  | <u>COMPUTATION</u> |                       | <u>ANNUAL CHARGE</u>       |          |          |
|---|--------------------|-----------------------|----------------------------|----------|----------|
| <u>DISTRICT RATES</u>   |                    |                       | <u>A</u>                   | <u>B</u> | <u>C</u> |
| <u>RACKS</u> - Bicycle  | Each               | -                     | 70.30                      |          |          |
| To abut building or property line.<br>4 feet of open walkway to be maintained at all times.<br>B. of E. 4-19-50 |                    |                       |                            |          |          |
| <u>RACKS</u> – Clothes  | Each               |                       | 175.80                     |          |          |
| Not to project more than 2 feet.  |                    |                       |                            |          |          |
| <u>RACKS</u> – Meat   | Each               | No new ones permitted |                            | 140.60   |          |
| <u>RACKS</u> - Newspaper  | Each               | -                     | 23.40                      |          |          |
| Permits adjusted each year for billing.<br>Insurance required.  |                    |                       |                            |          |          |
| <u>RAILROAD TRACKS AND SIDINGS:</u> per Lin. ft.  |                    |                       | 10.60 - non standing track |          |          |
| <u>ORDINANCE REQUIRED</u>   |                    |                       | 21.10 - standing car track |          |          |
| <u>REFLECTORS</u> - Lamp or Spot  | Each               |                       | 35.20                      | 17.60    | 17.60    |
| -<br>Single Bracket<br>Maximum projection 4 feet.<br>B. of E. 6-2-25.   |                    |                       |                            |          |          |
| <u>REFLECTORS</u> – Fluorescent Tubes   | Each               |                       | 70.30                      | 35.20    | 35.20    |
| 4 feet to 12 feet 2 or 3 brackets<br>B. of E. 6-2-25. Maximum projection 4 feet                                 |                    |                       |                            |          |          |
| <u>SCALES</u> – Vehicle :per Sq. ft.  |                    |                       | 28.00                      | 21.00    | 14.00    |
| -<br>NO NEW ONES PERMITTED  |                    |                       |                            |          |          |

| <u>PRIVILEGE</u>      | <u>COMPUTATION</u> | <u>ANNUAL CHARGE</u> |
|-----------------------|--------------------|----------------------|
| <u>DISTRICT RATES</u> | <u>A</u>           | <u>B</u> <u>C</u>    |

SIGN REGULATIONS - General

(In addition to those under the individual sign categories)

Projecting signs over any public way shall be entirely of incombustible materials in the following cases:

1. Where they project more than 3 feet from a building or structure.
2. If any are 45 square feet in area.
3. If any part of such sign is more than 20 feet above the ground level.

Projecting signs exceeding 45 square feet in area and attached to a wall 14 inches or less in thickness shall be hinged signs.

All parts of projecting signs shall be at least 3 feet from any public utility pole or wires.

The owners shall maintain all signs thereof in a safe condition, and all exposed parts shall be kept free from decay or corrosion by painting, galvanizing or other approved methods. Signs that are dangerous in any manner shall be made safe or removed.

**SIGNS** – “A” Frame / Movable” Signs: “No permits shall be issued for poles or posts located in any sidewalk area which are used to support signs, other structures, or for easel “A” or standard movable signs which may be located in any sidewalk area. “

Per Board of Estimates 1/6/1965

|                               |      |   |       |       |
|-------------------------------|------|---|-------|-------|
| <b><u>SIGNS</u></b> - Bracket | Each | * | 52.70 | 35.20 |
|-------------------------------|------|---|-------|-------|

Limited to 8 square feet.

Not to project more than 2 feet.

Must be at least 10 feet above sidewalk.

\*Prohibited in “A” District per B. of E. 8-1-73.

\*8 inches maximum projection from building wall on Charles Street from Baltimore to Mount Royal.

|  |      |      |      |
|--|------|------|------|
| <b><u>SIGNS</u></b> – Cloth: (over 100 sq. ft) per sq. ft. | 2.10 | 1.10 | 1.10 |
|--|------|------|------|

Minimum Charge from 1 to 100 sq. ft. - \$70.30

For advertising removal, occupancy of buildings, sales, etc.

To be used for 30 days only and not renewed.

One allowed to a building

|   |      |      |      |
|---|------|------|------|
| <b><u>SIGNS</u></b> – Cornice (Non-illuminated) (50sq.ft. & over) | 3.50 | 1.75 | 1.75 |
|---|------|------|------|

“B” and “C” Districts: 1 to 25 square feet - \$35.20

26 to 49 square feet - \$70.30

“A” District maximum rate double that of above “B” and “C” rates

Signs parallel to building and more than 3-inch projection from property line to take Cornice Sign rate, 3 inches or less projection to take flat sign rate.

Maximum projection 2 feet.

\*\*Excess of 2” projection prohibited in “A” District per B. of E. 8-1-73.

\*\*8 inches maximum projection from building wall on Charles Street from Baltimore to Mount Royal.

| <u>PRIVILEGE</u>      | <u>COMPUTATION</u> | <u>ANNUAL CHARGE</u> |          |  |
|-----------------------|--------------------|----------------------|----------|--|
| <u>DISTRICT RATES</u> | <u>A</u>           | <u>B</u>             | <u>C</u> |  |

**SIGNS - Electric Double Faced:** per Sq. ft.                      7.00                      5.30                      3.50

Minimum Charge: 70.30

"A" District Charge: 140.60

Principal lettering on sign must be illuminated; electric bulbs, neon tubing or interior lighting to form letter.

Twinkle light signs to be constructed entirely of metal per Board of Estimates 9-2-64.

Must be 10 feet above sidewalk and not to project more than 1 foot inside curb.

Shall not exceed 50 square feet, and it shall not extend more than 6 feet below its horizontal support.

\*Prohibited in "A" District per B. of E. 8-1-73.

\*8 inch maximum projection from building wall on Charles Street from Baltimore to Mount Royal.

**SIGNS - Electric Single Faced** (over 50 sq.ft.)                      5.60                      2.80                      2.80

\*"B" and "C" Districts: 1 to 25 square feet - \$70.30

26 to 49 square feet - \$140.60

"A" District minimum rate doubles that of above "B" and "C" rates.

\*\*Excess of 12 inches projection prohibited in "A" District per B. of E. 8-1-73.

\*\*8 inches maximum projection from building wall on Charles Street from Baltimore to Mount Royal.

Shall be constructed entirely of metal or other approved incombustible materials.

**SIGNS - Flat Single faced** (over 25 sq. ft.)                      2.80                      1.40                      1.40

"B" and "C" Districts: 2 to 12.5 square feet - \$17.60

13 to 25 square feet - \$35.20

"A" District minimum rate double that of above "B" and "C" rates.

\*Under 2 square feet - no charge.

Greater than 3 inches projection, apply Cornice Sign rates.

Shall be entirely of incombustible materials if any parts are more than 20 feet above ground level. All parts shall be at least 3 feet from any public utility pole.

**SIGNS – Projecting Signs for Rent or Sale**                      No Charge

Maximum projection 4 feet.

Maximum area 12 square feet.

Must be at least 10 feet above the sidewalk.

\*Prohibited in "A" District per B. of E. 8-1-73.

\*8 inches maximum projection from building wall on Charles Street from Baltimore to Mount Royal.

| <u>PRIVILEGE</u>   |         | <u>COMPUTATION</u> | <u>ANNUAL CHARGE</u> |          |  |
|--|---------|--------------------|----------------------|----------|--|
| <u>DISTRICT RATES</u>  |         | <u>A</u>           | <u>B</u>             | <u>C</u> |  |
| <u>SIGNS</u> – Glass   | Each    | 35.20              | 24.60                | 17.60    |  |
| Must be flat against wall.<br>Not to exceed 12 square feet.<br>Under 2 square feet - no charge.<br>*Excess of 12 inches projection prohibited in “A” District per B. of E. 8-1-73.<br>*8 inches maximum projection from building wall on Charles Street from Baltimore to Mount Royal. |         |                    |                      |          |  |
| <u>SIGNS</u> – Globe   | Each    | 105.50             | 70.30                | 52.70    |  |
| Globes not to exceed 12 inches in diameter nor project over 2 feet.<br>*Excess of 12 inches projection prohibited in “A” District per Board of Estimates.<br>*8 inches maximum projection from building wall on Charles Street from Baltimore to Mount Royal.                          |         |                    |                      |          |  |
| <u>SIGNS</u> - Pawnbroker Balls  | Per Set | 105.50             | 70.30                | 52.70    |  |
| Each set to consist of not more than 3 balls.<br>Limited to 10 inches diameter, projection not to exceed 2 feet.<br>*Excess of 12 inches projection prohibited in “A” District per Board of Estimates.   |         |                    |                      |          |  |
| <u>SIGNS</u> - Poster Board  | Each    | 140.60             | 105.50               | 70.30    |  |
| Theatre<br>For billposter purposes.<br>Flat against wall, not to exceed 32 square feet.<br>Maximum projection 3 inches - Poster Board.<br>Maximum projection 6 inches - Theatre.   |         |                    |                      |          |  |
| <u>SKIDS</u> - Freight Cars  | Each    | 703.00             |                      |          |  |
| Must be removed when not in use, constructed to be removed quickly in case of emergency and lighted after dark.<br>Hours of use to be regulated by the Board of Estimates.   |         |                    |                      |          |  |
| <u>SKIDS</u> – Vehicle   | Each    | 422.00             | 352.00               | 281.00   |  |
| Must be removed when not in use and lighted when used after dark.<br>Must be approved individually by the Board of Estimates.  |         |                    |                      |          |  |
| <u>SNOW MELTING SYSTEMS</u>  | Each    | -                  | 70.30                |          |  |
| Electric<br>ORDINANCE REQUIRED   |         |                    |                      |          |  |

**PRIVILEGE****COMPUTATION****ANNUAL CHARGE****DISTRICT RATES****A****B****C**

**STAIRWAYS** - Outside                      Each        -                -                -                234.40

Used for egress and ingress to upper floors.

Ordinance required for masonry construction.

Board of Estimates 2-16-72.

Shall not be placed less than 2 feet from an adjoining property line or a wood frame building, except the building to which it is attached.

Open exterior stairs and their supports shall be constructed of incombustible materials except that such stairs attached to ordinary buildings not over 2,000 square feet in area

and not more than 3 stairs, or to metal or wood frame buildings, may be of wood. Where bottom flights of such stairs are retractable, they shall be of counterbalanced hinged type.

**STANDS** - Bootblack                      70.00 per Chair

To be removed when not in use.

Not to project more than 3 feet.

Not assignable, if assigned, or sub-leased will be revoked by B. of E. 9-27-61.

\*Not permitted in "A" and "B" Streets.

**STANDS** - Newspaper/ Magazine: per Sq. ft.                      70.30                      52.70                      35.20

**NO NEW ONES PERMITTED**

Restricted Areas - see page 25 of this schedule.

Not assignable, if assigned or sub-leased will be revoked by B. of E. 9-27-61.

Shall not be located less than 10 feet from any adjoining property line or any building or other structure. No such stand shall remain in place for more than 9 months at any one time but shall be completely removed at the end of such period of time.

**STANDS** - Holiday                      Each            14.00 per day                      -                      -

Not allowed in downtown area.

Additional Areas - see page 25 of this schedule.

Not assignable, if assigned or sub-leased will be revoked by B. of E. 9-27-61.

Shall not be located less than 10 feet from any adjoining property line or any building or other structure.

No such stand shall remain in place for more than 9 months at any one time but shall be completely removed at the end of such period of time.

| <u>PRIVILEGE</u>      | <u>COMPUTATION</u> | <u>ANNUAL CHARGE</u> |          |
|-----------------------|--------------------|----------------------|----------|
| <u>DISTRICT RATES</u> | <u>A</u>           | <u>B</u>             | <u>C</u> |

**STEPS** - New Set: Residential - \$35.20 One Time Fee  
Commercial - \$70.30 Annual Fee

In the First Fire Zone no projecting steps of any size are permitted. Not to project more than 1/4 width of sidewalk and never more than 4 feet. A clear walkway, not less than 4 feet in width shall always be maintained.

|  |       |       |       |
|--|-------|-------|-------|
| <u>STORM DOOR ENCLOSURE / VESTIBULE:</u> per Sq. ft. | 28.10 | 21.10 | 14.10 |
|--|-------|-------|-------|

|  |       |       |       |
|--|-------|-------|-------|
| <u>STORM DOOR ENCLOSURE / VESTIBULE:</u> per Sq. ft. | 28.10 | 21.10 | 14.10 |
|--|-------|-------|-------|

|  |      |      |      |
|--|------|------|------|
| <u>STREAMERS</u> - Lamp Type: per lamp | 2.80 | 2.10 | 1.40 |
|--|------|------|------|

|   |      |      |      |
|---|------|------|------|
| <u>STREAMERS</u> - Tubing per Linear ft | 2.80 | 2.10 | 1.40 |
|---|------|------|------|

|   |      |     |     |
|---|------|-----|-----|
| <u>SUN SHADE SCREENS/ VERTICLE:</u> per Sq. ft. | 1.40 | .70 | .70 |
|---|------|-----|-----|

**TABLES - CHARITABLE ORGANIZATIONS ONLY**

|  |        |       |       |
|--|--------|-------|-------|
| TANKS - Under footway Per 1st 50 gal. bbl. | 140.60 | 70.30 | 70.30 |
|--|--------|-------|-------|

NO NEW INSTALLATIONS PERMITTED.



| <u>PRIVILEGE</u>      | <u>COMPUTATION</u> | <u>ANNUAL CHARGE</u> |
|-----------------------|--------------------|----------------------|
| <u>DISTRICT RATES</u> | <u>A</u>           | <u>B</u> <u>C</u>    |

TROLLEYS - Meat      Each      -      140.60

\$2.40 for each additional foot in excess of 15 lineal feet.  
Must be 10 feet in the clear.  
Board of Estimates to restrict hours of use.

TRUCK - Parked      Each      - 1406.00

To be allotted location for sale of ice cream, lunches, flowers, produce, fruit, etc. Not assignable, if assigned or sub-leased will be revoked by Board of Estimates 9-27-61.  
\*Not permitted in "A" District.

TUNNELS: per Cubic ft.      4.20      3.20      1.40

#### ORDINANCE REQUIRED

Shall be constructed of masonry, reinforced concrete or steel encased in concrete. District to be determined from street on which principal building fronts. Outside dimensions to be utilized for basis of computation.

VAULTS: per Sq. ft.      8.80      6.30      4.20

Not to project more than 1/4 width of sidewalk, never to exceed 3 1/2 feet. District to be determined from street on which principal building fronts.  
Building permit is required. Check HCD monitor for special area status (CHAP, BDC, Neighborhood Coordinator and Business Assistance Group.

Application requirements: 1, 2, 3, 5, 7, 8, Projection and Height, 9, 12, Owner's signature, Adjoining owners' names and Certification.

VENEERS - (SEE FACING)

VENDING MACHINES      NOT PERMITTED BOARD OF ESTIMATES 4-19-67.

VENT AND EXHAUST STACKS: Each      - 70.30

Must be at least 10 feet above sidewalk or 14 feet above driveway.  
If below 10 feet above sidewalk, must be dummied to sidewalk.  
\*Up to 3 square feet. If over 3 square feet, charge to be set by Board of Estimates.

WALLS - Retaining      Each

#### WAIVER ORDINANCE REQUIRED AND MINOR PRIVILEGE PERMIT

\*Charge to be set by Board of Estimates

| <u>PRIVILEGE</u>      | <u>COMPUTATION</u> | <u>ANNUAL CHARGE</u> |          |          |
|-----------------------|--------------------|----------------------|----------|----------|
| <u>DISTRICT RATES</u> |                    | <u>A</u>             | <u>B</u> | <u>C</u> |

|                          |       |       |       |       |
|--------------------------|-------|-------|-------|-------|
| <u>WEIGHING MACHINES</u> | Each. | 70.30 | 52.70 | 35.20 |
|--------------------------|-------|-------|-------|-------|

NO NEW ONES PERMITTED

|                      |      |                 |           |      |
|----------------------|------|-----------------|-----------|------|
| <u>WINDOWS</u> - Bay | Each | Initial Window: | \$1406.00 | Flat |
|----------------------|------|-----------------|-----------|------|

**ORDINANCE REQUIRED**

Supported on the ground (201,26) - Residential Properties.

Not to project more than 1/4 width of sidewalk, never to exceed 2 1/2 feet.

|   |       |       |       |
|---|-------|-------|-------|
| <u>WINDOWS</u> - Bow and Show (Storefronts) per Sq. ft. | 28.10 | 21.10 | 14.10 |
|---|-------|-------|-------|

Supported on the ground (201,26) - Commercial Properties.

Not to project more than 1/4 width of sidewalk, never to exceed 2 1/2 feet.

\*Rate of second floor windows to be 50% of first floor rate.

\*Rate of third floor and above to be \$2.40 per square foot.

|                                    |       |       |       |
|------------------------------------|-------|-------|-------|
| <u>WINDOWS</u> - Oriel per Sq. ft. | 28.10 | 21.10 | 14.10 |
|------------------------------------|-------|-------|-------|

Entirely supported from the wall of the building.

Not to project more than 1/4 width of sidewalk, nor more than 4 feet in any case, unless all parts thereof are at least 10 feet above a sidewalk or 16 feet above a driveway.

\*Rate of second floor windows to be 50% of first floor rate.

\*Rate of third floor windows and above to be \$2.40 per square foot.

WINDOW BOXES : NO CHARGE, B. of E. 7-6-66.

Not to project more than 1/4 width of sidewalk and never more than 2 feet.

|   |      |      |      |
|---|------|------|------|
| <u>WIRES</u> – Electrical Overhead per Linear Ft. | 7.00 | 3.50 | 3.50 |
|---|------|------|------|

Minimum clearance 14 feet.

17 plats - 15 of which are to be processed through the Department of Transportation.

|  |      |      |      |
|--|------|------|------|
| <u>WIRES</u> - Electrical Underground per Linear Ft. | 7.00 | 3.50 | 3.50 |
|--|------|------|------|

**ORDINANCE REQUIRED**

|                      |      |        |        |        |
|----------------------|------|--------|--------|--------|
| <u>ZIP FLASHERS:</u> | Each | 352.00 | 246.00 | 176.00 |
|----------------------|------|--------|--------|--------|

Maximum dimension 6 inches in diameter and 20 lineal feet.

Lamps not more than 25 watts each, white or transparent bulbs not allowed.

\*Prohibited in "A" District per B. of E. 8-1-73.

B. of E. 5-1-57

## **APPROVED NOTATIONS**

### **Note 1 - Permit Acquisition**

Minor Privilege permits must be acquired within 6 months of filing date. Those requiring special approval of the Board of Estimates must be acquired within 6 months of date of approval by the Board of Estimates.

### **Note 2 - Tax Exempt Charging (Revoked BOE 12/17 /2003)**

Ordinances: Bona fide non-profit organizations, Churches, State of Maryland, and City connected agencies, such as the Housing Authority or Lexington Market Authority shall be charged a \$35.20 or \$70.30 fee depending on the nature of the ordinance.

Minor Privilege: The above organizations and agencies shall receive no Minor Privilege tax charge.

### **Note 3 - Existing Privileges**

- Permits to retain, repair or replace Permanent Minor Privileges, same size and location which are not on record, and installed before April 4, 1900, shall be charged a flat fee of \$7.00 for recording.
- All existing privileges not falling within the above categories will be processed for permits at regular annual rates.
- For encroachments installed before securing proper permits there will be an additional charge of 50% penalty on the first charge.

## **RESTRICTED AREAS FOR DISPLAYS – STANDS – STALLS – CHRISTMAS TREES - FLOWERS BY: BOARD OF ESTIMATES REGULATIONS**

S. BROADWAY – O.K. for trees only – See Broadway Market

CHARLES STREET – BALTIMORE ST. TO PRESTON ST. UNIT – 1200 blocks, incl.

S. CONKLING STREET – BANK ST. TO FLEET ST. - 400-500 blocks, incl.

EASTERN AVENUE – ELLWOOD AVE. TO UNDERPASS – 3100-4200 blocks, incl.

GAY STREET – ENSOR ST. TO MONUMENT ST. - 400-600 blocks, incl.

GREENMOUNT AVENUE – 31<sup>ST</sup> ST. TO 34<sup>TH</sup> ST. - 3100-3300 blocks, incl.

LEXINGTON STREET – CHARLES ST. TO EUTAW ST. – UNIT – 300 blocks, incl.

LIBERTY HEIGHTS AVE. – ARYDALE AVE. – GARRISON BLVD. – 3800 block, incl.

LIGHT STREET – HAMBURG ST. – OSTEND ST. – 1000-1200 blocks, incl.

LEXINGTON MARKET – No stands or trees around market.

CROSS STREET MARKET – No stands or trees around market.

WASHINGTON BOULEVARD – 700-752 and 701-755.

(800-1000 blocks of W. 36<sup>th</sup> ST. – NO MERCHANDISE DISPLAYS: BOARD OF ESTIMATES 6-1-78.

(W. 36<sup>th</sup> ST. – 700-1500 blocks, incl. RESCINDED BY BOARD OF ESTIMATES 10-6-71 BY REQUEST)

**June 21, 2006: Board of Estimates rescinds regulation that prohibits the issuance of minor privilege permits for outdoor display of merchandise on the 800 through 1100 blocks of West 36<sup>th</sup> St.**

EASTERN AVENUE OWNER STORES ONLY FOR FLOWERS \$337.50 ANNUALLY.

**BY: ORDINANCE 783 of 1975**

BELAIR MARKET  
BROADWAY MARKET  
CROSS STREET MARKET  
HOLLINS STREET MARKET  
LAFAYETTE MARKET  
NORTHEAST MARKET

SEE ORDINANCE 783 OF 1975  
PAGE 5 – SECTION (Q)  
NO PERMIT SHALL BE ISSUED  
FOR MINOR PRIVILEGE STALLS  
OR STANDS WITHIN TWO  
BLOCKS OF THE LIMITS OF THE  
SEVERAL MARKETS AS  
HEREIN DEFINED.

**Part 2 – Permits for RELIGIOUS OR STREET MEETINGS on sidewalk (revised)**

Sec. (a) – Applicant must have consent of the abutting property owner and tenant.

Sec. (b) – Procedure for issuing permit is the same as in Part 1 with the following Restrictions:

1. Business entrances will remain clear at all times.
2. No amplification
3. A reasonable effort will be made to collect litter created by the meeting from the sidewalk area.

**Part 3 – Permits for TABLES (CHARITABLE ORGANIZATIONS) ON THE SIDEWALK for food, etc.**

Sec. (a) – Issued by stamping the letter from the church or organization, which must be signed by an authorized person, with the Board of Estimates approval stamp.

**Part 4 – Permits for sale of SHOPPING BAGS**

Sec. (a) – Only issued to those who are unable to do any other work and are for one specific location only.

(b) – A letter giving permission to the applicant to stand in front of the store, from the owner or manager of the store, must be submitted.

(c) – Permit is typed on form 587-128 and customer's copy stamped with the Board Of Estimates approval stamp and given to the applicant.

(d) – Other copies of permits are attached to the letter and placed in the Gratis permit folder.

**Part 5- Permits for small NEWSPAPER AND MAGAZINE STANDS**

Sec. (a) – These are only issued to handicapped persons and must be approved by the Board of Estimates

Sec. (b) - Customer's copy of permit is stamped with the Board of Estimates approval and given to applicant

Sec. (c) – Cashier's copy of permit is placed in the regular Minor Privilege file.

**Part 6 – Permits for STREET DECORATIONS AND BANNERS**

Sec. (a) – See procedure for street decorations.